



**COBB COUNTY BUSINESS LICENSE DIVISION
Hotel / Motel Occupancy Excise Tax Report Form**

NAME OF BUSINESS _____ **PHONE** _____

BUSINESS LOCATION _____

MAILING ADDRESS _____

REPORT FOR THE MONTH OF _____ **LICENSE #** _____

- I. This report is due between the first and twentieth day of the month following the period for which the return is being filed.
- II. Report changes of ownership or address to the Business License Division immediately.
- III. Prepare this report in duplicate and retain one copy.
- IV. Note: Detailed records supporting all exemptions must be maintained for three years for audit purposes.

1. GROSS RENTALS \$ _____

2. LESS PERMANENT GUEST RENTALS \$ _____
(REVENUE FROM FIRST 30 CONSECUTIVE DAYS PER GUEST IS TAXABLE AND NOT ELIGIBLE FOR DEDUCTION.)

3. LESS EXEMPTIONS \$ _____
(FROM GOVT.OFFICIALS OR CHARITABLE ORGANIZATIONS.)

4. TAXABLE RENTALS (LINE 1, LESS LINES 2 & 3) \$ _____

5. TAX (8% OF LINE #4) \$ _____

6. LESS COLLECTION FEE (3% OF LINE #5, IF THE RETURN AND APPLICABLE TAX DUE IS RECEIVED IN THIS OFFICE BY THE DUE DATE.) \$ _____

7. PENALTY (10% OF GROSS TAX DUE PER MONTH, OR FRACTION THEREOF, FROM THE FIRST DAY AFTER THE CLOSE OF THE MONTHLY PERIOD FOR WHICH THE TAX IS DUE UNTIL THE DATE OF PAYMENT.) \$ _____

8. INTEREST (1% OF GROSS TAX DUE PER MONTH, OR FRACTION THEREOF, FROM THE FIRST DAY AFTER THE CLOSE OF THE MONTHLY PERIOD FOR WHICH THE TAX IS DUE UNTIL THE DATE OF PAYMENT.) \$ _____

9. TOTAL PAYMENT (LINE 5, LESS LINE 6, PLUS LINES 7 & 8) \$ _____

THIS REPORT MUST BE SIGNED

I certify that the statements made herein and any supporting documents are true, correct and complete to the best of my knowledge.

_____/_____
Signature and Title of Individual Preparing Report Date Phone # _____

MAKE CHECK PAYABLE AND MAIL TO: **Cobb County Business License Division ATTN: Hotel Tax**
P O Box 649
Marietta, GA 30061 Phone 770-528-8410 / Fax 770-528-8414

Effective April 9th, 2010 - Please send UPS / FedEx packages to:
Cobb County Business License Division
1150 Powder Springs Rd. Suite 400
Marietta, GA 30064

Prior to April 9, 2010, Send UPS or FedEx packages to
Cobb County Business License Division
191 Lawrence St.
Marietta, GA 30060